



Australian Government

CPPREP4264 Manage the sales process in business broking

Release: 1

CPPREP4264 Manage the sales process in business broking

Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

Supersedes but is not equivalent to CPPDSM4053A List business for sale and CPPDSM4069A Promote and market listed business.

Merged to reduce duplication. Updated to the Standards for Training Packages.

Application

This unit specifies the skills and knowledge required to manage the business sales process while maintaining vendor privacy and confidentiality.

It includes negotiating the terms and conditions of sale, organising the execution of sales documentation, and monitoring contracts through to settlement.

It also involves administering and securing deposits and agreements and resolving issues to ensure the successful conclusion of the sale.

The unit applies to industry professionals in real estate.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Negotiate requirements and complete sale of business.	1.1 Maintain communication with vendor and during the sales process. 1.2 Identify and resolve issues that may impact the successful conclusion of the sale. 1.3 Negotiate price, terms and conditions of sale of business. 1.4 Negotiate conflict or deadlocks and confirm terms with parties

	to the sale. 1.5 Administer and secure deposit according to legislative requirements.
2. Organise execution of documentation for sale of business.	2.1 Provide disclosure documentation according legislative requirements. 2.2 Prepare sales documentation according to agency requirements. 2.3 Arrange completion of sales documentation by all parties to the sale. 2.4 Facilitate engagement of legal advisor according to type of sale and complete pre-settlement processes according to legislative requirements.
3. Monitor contract settlement.	3.1 Monitor progress of contract and adherence to conditions of sale according to agency requirements. 3.2 Maintain communication with all parties to the sale to facilitate contract settlement. 3.3 Confirm settlement has concluded and complete post-settlement processes.
4. Review and complete post-sale processes.	4.1 Evaluate vendor and buyer satisfaction to establish future business opportunities. 4.2 Update databases to inform future prospecting activities.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria:

- writing skills to complete agency documentation for the sale of businesses
- reading skills to interpret agreements and contracts for the sale of businesses
- numeracy skills to calculate terms of sale and deposits.

Unit Mapping Information

No equivalent unit.

Supersedes but is not equivalent to:

- CPPDSM4053A List business for sale
- CPPDSM4069A Promote and market listed business.

Links

Companion volumes to this training package are available at the VETNet website -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPREP4264 Manage the sales process in business broking

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Performance Evidence

To demonstrate competency in this unit, a person must document and implement a plan to manage the sales process for two different businesses.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- legal and agency documentation to be completed and maintained for the sale of businesses
- contracts and agreements used for the sale of businesses
- legal requirements applying to retail businesses in the state or territory of operation
- deposit requirements for different types of businesses
- factors that may impact the successful conclusion of a business sale:
 - buyer capacity and credentials
 - confidentiality agreements
 - involvement of third parties in the negotiation or sales process
 - legal requirements
 - status of business structure or ownership
 - vendor motivation and requirements
- legislation and regulations governing the sale of businesses in the state or territory of operation
- negotiation techniques used to facilitate agreement between vendors and buyers and to break deadlocks
- ethical standards, regulatory requirements and role of agents in the sale of businesses.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- materials and equipment meeting the operational requirements for a real estate agency:
 - policies, procedures and documentation relating to the sale of businesses
 - legislation in the state or territory of operation relating to the sale of businesses
 - equipment, communication and data access and storage technology required to maintain records and information associated with the sale of businesses
- vendors, buyers and information to support the sale of two different businesses.

Links

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